

APPLICATION PACKET FOR REZONING

This packet contains information and the form necessary to apply for reassignment of zoning classification:

- Requirements for Submitting a Rezoning Request
- Application for Rezoning
- Zoning Commission Meeting Dates and Deadlines for Application
- ARTICLE X of the Zoning Ordinance

APPLYING FOR A REZONING:

INITIAL MEETING WITH ZONING STAFF – Before initiating a request for rezoning, it is important that applicants meet with the Zoning Coordinator, and/or other staff as necessary, for review of all requirements and procedures.

PREPARATION OF A REQUEST – Requirements for a rezoning request are explained in detail in this packet. Please note: *A registered surveyor or civil engineer must prepare the area map (or “plat”) specifically for the rezoning request. An existing plat may not be used.*

MEETING FOR APPLICATION REVIEW – When a request is ready to be submitted, it must be reviewed and approved by the Zoning Coordinator or the Development Manager in the Department of Planning, Zoning, and Codes.

To schedule meetings regarding rezoning applications, or for any questions, contact Denise Womack, Zoning Coordinator, at 337-291-8428, or Eleanor Bouy, Development Manager, at 337-291-8426.

REQUIREMENTS FOR SUBMITTING A REZONING REQUEST

- 1) APPLICATION FOR REZONING: Typed, or printed clearly, filled out completely.
- 2) AREA MAP (PLAT):
 - a) Three (3) copies, drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale, north arrow, and vicinity map. The plat shall include:
 - i) For the subject property, existing zoning, all lots with dimensions, streets, street names, and other pertinent features – such as coulees, ditches, easements, buildings, structures, etc.;
 - ii) Dimensions of each adjacent lot or tract and property owners of record (with mailing addresses);
 - iii) Owners (with mailing addresses) of properties immediately adjacent to those properties – one removed from subject property.

In determining adjacent and second adjacent properties, property directly across a public or private road shall be treated as adjacent property.

Property ownership and mailing addresses shall be as per the most recent records of the Lafayette Parish Tax Assessor.
 - b) One (1) copy of the rezoning plat reduced to letter-size (8½"x11") paper.
 - c) Mailing label information for owners of all adjacent and second adjacent properties may be sent by e-mail or provided by computer diskette. It should be formatted for Avery 5160 mailing labels.
- 3) LEGAL DESCRIPTION of the subject property.
- 4) APPLICATION FEE of \$500. This fee is non-refundable.
- 5) SITE PLAN if Conditional Rezoning is requested:
 - a) Three (3) copies drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale and north arrow, adjacent and abutting streets and rights-of-way, and proposed development of the site, including dimensions.
 - b) One (1) copy of the site plan reduced to letter-size (8½"x11") paper.

LAFAYETTE CONSOLIDATED GOVERNMENT

2004 ZONING COMMISSION MEETING DATES

Deadline for Rezoning Application	<u>MEETING DATE</u>
<i>December 17, 2003</i>	January 26, 2004*
<i>January 7, 2004</i>	February 16, 2004
<i>February 4, 2004</i>	March 15, 2004
<i>March 10, 2004</i>	April 19, 2004
<i>April 7, 2004</i>	May 17, 2004
<i>May 12, 2004</i>	June 21, 2004
<i>June 9, 2004</i>	July 19, 2004
<i>July 7, 2004</i>	August 16, 2004
<i>August 11, 2004</i>	September 20, 2004
<i>September 8, 2004</i>	October 18, 2004
<i>October 27, 2004</i>	December 6, 2004*

* Meetings are scheduled the 3rd Monday of each month, with the exception of holiday conflicts and a combined November/December meeting between the Thanksgiving and Christmas Holidays.